

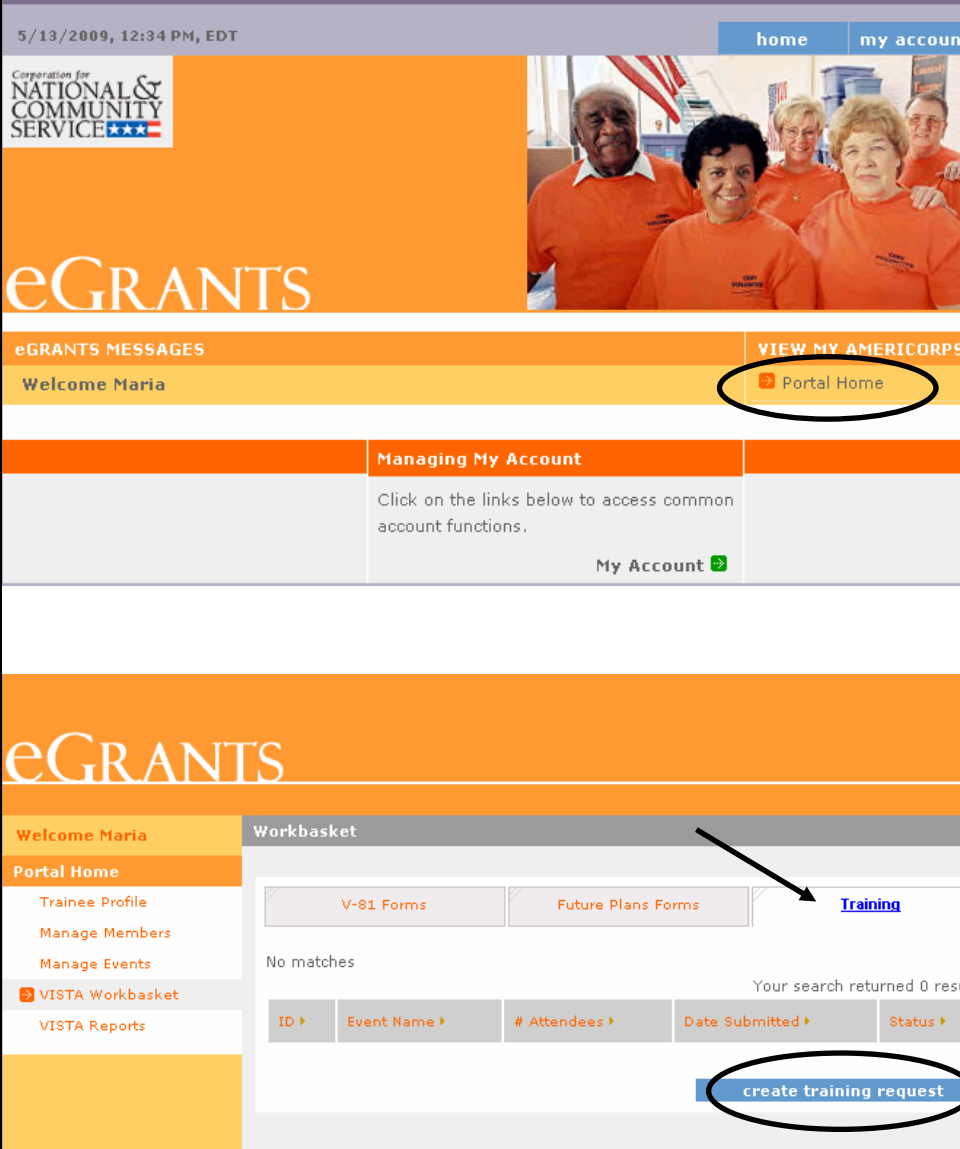
Creating In-Service Training Requests

Overview

In-service trainings are any training that occurs during a member's year of service. In-Service Training Requests are funding requests from sponsors and/or site supervisors for outside trainings. Only sponsors can submit these requests. Sponsors can also submit requests on behalf of both members and site supervisors. When a request is submitted, it will be sent to a state office for approval.

Process

1. Log in to eGrants, then click the Portal link to access the VISTA Workbasket.



The screenshot shows the eGrants portal interface. At the top, there is a header with the date and time '5/13/2009, 12:34 PM, EDT' and navigation links for 'home' and 'my account'. Below the header is a large orange banner with the 'eGrANTS' logo and a photo of four people in orange shirts. A message bar below the banner says 'Welcome Maria' and includes a 'Portal Home' link circled in black. To the right of the message bar is a 'VIEW MY AMERICORPS' link. Below the message bar is a 'Managing My Account' section with a link to 'My Account'. The main content area is divided into two sections. The top section is the 'eGrANTS' header. The bottom section is the 'Workbasket' area, which contains a 'Training' tab circled in black. Below the 'Training' tab is a table with columns for 'ID', 'Event Name', '# Attendees', 'Date Submitted', and 'Status'. The table is empty, and a message below it says 'No matches' and 'Your search returned 0 results'. At the bottom right of the 'Workbasket' area is a 'create training request' button circled in black.

2. Click the "Training" tab then click "create training request" to access the Training Request Form.

Editing In-Service Training Requests

After creating and saving a training request, eGrants submits it to a state office for approval. The request can be updated until the state office approves or denies the request. Any additional changes to the form will be submitted to the state office.

Process

1. From the Training tab, click "Event Name" to edit the Training Request form. The request must be "submitted" to edit the Training Request form.

eGrants

Welcome Maria | Workbasket

Portal Home | Trainee Profile | Manage Members | Manage Events | VISTA Workbasket | VISTA Reports

Results 1 Through 1 | Your search returned 1 results.

ID	Event Name	# Attendees	Date Submitted	Status
191	Teamwork at a Distance	4	5/14/09 12:53 PM	SUBMITTED

create training request

2. Click "save" to submit the request to the state office.

eGrants will direct the user to the Training tab. Afterwards, the training request will appear in the Training Requests section with a "pending" status.

Welcome Maria | View Training Request

Portal Home | Trainee Profile | Manage Members | Manage Events | VISTA Workbasket | VISTA Reports

Training Events
Create Training Requests

Name
Name of Training: Teamwork at a Distance

Location
City: Portland
State: OREGON

save | cancel

Not all of the form is visible in this screenshot

The training request cannot be edited once it is "approved" or "denied" by the state office. The request will only be available in "read-only" format, which may include additional comments from the state office.

3. Enter the event's name, location, dates, and estimated training costs.

4. Describe the training's purpose.

5. Describe how and where information about the training was discovered.

6. Enter additional training information.

7. Select attendees for the training. Select members and/or supervisors by individual or by project team.

8. Click "save" to submit the request to the state office.

eGrants will direct the user to the Training tab. Afterwards, the training request will appear in the Training Requests section with a "pending" status.

Welcome Maria

Portal Home

- Trainee Profile
- Manage Members
- Manage Events
- VISTA Workbasket
- VISTA Reports

Create Training Request

Training Events

Create Training Requests

Name

Name of Training

Location

City

State

Dates of Training

Start Date (mm/dd/yyyy)

End Date (mm/dd/yyyy)

Additional Information

Total Estimated Cost (NNNN.NN - No dollar signs (\$) or commas (,))

What is the purpose of this training?

How did you discover this training event?

Indicate any additional information about this training

Select the type of AmeriCorps Members or CNCS staff that will be attending this training

☐ Project Team

☐ Members

☐ Supervisors

☒ Individual

Supervisors

Member